

98TH ANNUAL REPORT CIVIL SERVICE BOARD 2011



CITY OF DAYTON, OHIO

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MISSION STATEMENT

To provide the best candidates for employment and promotion, and to accurately and efficiently enforce the primary goals and objectives set forth by the City of Dayton Charter and the Civil Service Board, as well as applicable elements of Collective Bargaining Agreements, State of Ohio Statutes and the United States Code.

OVERVIEW

About the Board

PURPOSE AND CHARGE OF THE CIVIL SERVICE BOARD

The Civil Service Board was established under Section 93 of the City of Dayton Charter in 1914.

Purpose

The purpose of the Civil Service Board is to comply with Section 96 of the Charter providing for appointment and employment in all positions in the classified service which falls into three primary classes: the **competitive class** which indicates that a testing procedure is conducted to determine the most eligible candidate; the **noncompetitive class** whereby candidates' credentials are reviewed evaluating education and experience; and the last designated category - the **labor class** which includes ordinary unskilled labor.

Section 98 of the Charter provides for promotions to all positions in the classified service, based on records of merit, efficiency, character, conduct and seniority. Knowledge, skills and abilities in the performance of required duties must always be given a priority consideration whenever filling a position with the City of Dayton.

Charge

With deliberate intent, the Civil Service Board complies with all pertinent segments of the City of Dayton Charter and the Civil Service Rules and Regulations approved by the Dayton City Commission.

The Civil Service Board is comprised of three members, as set forth in the City of Dayton Charter, who are appointed by the City Commission for a six-year term. In 2011 the Board members were Talbert L. Grooms, Betty L. Toney and Lela F. Estes. In December 2011, Betty Toney was reappointed as a Civil Service Board member with term ending December 2017. In January 2011, Talbert L. Grooms was elected to serve as Chairperson for the year.

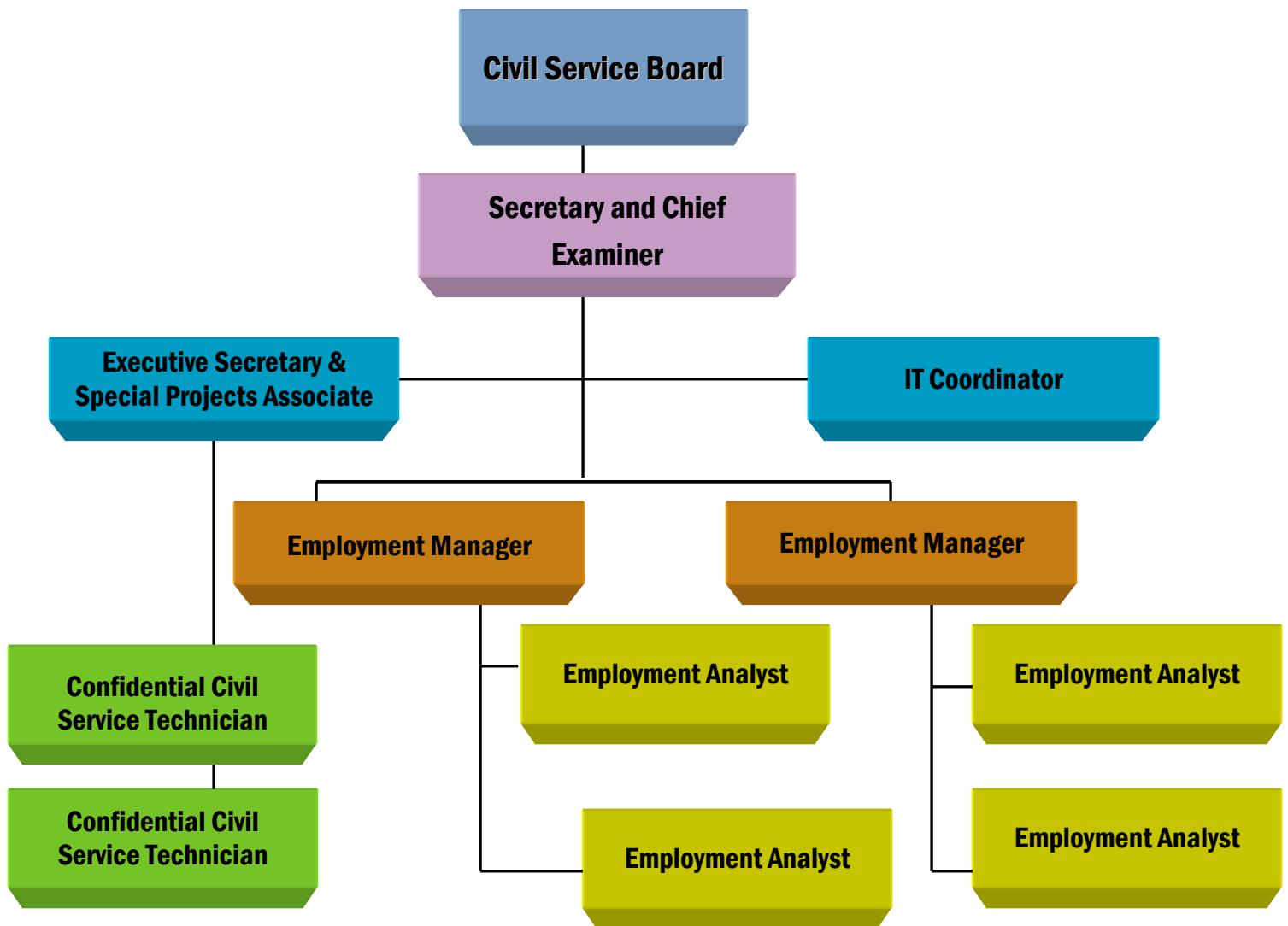
Statement of Responsibility

The Civil Service Board was created by Section 93 of the City of Dayton Charter to establish and enforce rules and regulations for the employment and promotion of all employees in the classified service of the City of Dayton, which encompasses the vast majority of City employees. The Board hears and determines appeals by City employees regarding suspensions, demotions and discharges. Pursuant to state law, the Board also administers this civil service function for classified non-teaching employees of the Dayton Public Schools, and likewise hears and determines disciplinary appeals.

- ◆ The Board consists of three members appointed by the City Commission for overlapping six-year terms. The Board appoints a Chief Examiner who also serves as the Secretary to the Board.
- ◆ The Secretary and Chief Examiner administers the Board's Rules and Regulations, advertises and recruits for classified positions, accepts applications, develops and administers examinations for initial appointments and promotions, appoints from eligible lists and certifies candidates for noncompetitive classified positions.
- ◆ The Secretary and Chief Examiner is the employment officer of all City employees coming under the classified service. The Secretary and Chief Examiner provides examinations in accordance with regulations of the Board. The Secretary and Chief Examiner also maintains eligible lists of each class of the service for those meeting the requirements of said regulations.
- ◆ The Secretary and Chief Examiner fills positions in the classified service from such eligible lists upon requisition from and after consultation with the City Manager. As positions are filled, this employment officer certifies the fact, by proper and prescribed form, to the City Treasurer and the director of the department in which the vacancy exists.
- ◆ The Secretary and Chief Examiner provides eligible lists for tested positions to the Dayton Board of Education, which then fills the vacant positions.

All of the Board's activities are governed by the City of Dayton Charter (Section 96) requirement that employment in City of Dayton service is based on considerations of merit and fitness.

CIVIL SERVICE BOARD ORGANIZATIONAL CHART 2011



Civil Service Staff Members

At the close of 2011, the staff members were:

Secretary and Chief Examiner	Maurice J. Evans
Executive Secretary & Special Projects Associate	Sheila M. Crum
Employment Managers	Rose P. Edwards Elizabeth C. Rutledge
Employment Analysts	Mildred A. Gay James W. Johnson Dianne M. Perkins Nancy L. Van Atta
Confidential Civil Service Technicians	Mary L. Arnold Aishah Williams-Clark
Systems Engineer	Shibu Varghese

On September 5, 2011, Shibu Varghese was promoted to Systems Engineer. He continues to provide technical support for the Civil Service Board.

On September 12, 2011, Maurice J. Evans was promoted to Secretary and Chief Examiner due to the resignation of Giselle S. Johnson effective April 18, 2011.

OPERATIONS

The functions statistically detailed in this report are in addition to the many other activities performed by the Civil Service staff. Other activities include handling correspondence, attending meetings, conducting research for reports, discussing Civil Service Rules and Policies with supervisors, employees, and union officials, and providing answers to a variety of inquiries from the public. In addition to handling general incoming telephone calls and employment inquiries, the Civil Service office prepared and distributed 40 examination announcements for City of Dayton and Dayton Public Schools positions.

Board Meetings

During the year, the Civil Service Board members held 31 meetings: 12 regular business meetings and 19 special meetings, of which 7 special meetings were for the purpose of hearing dismissal appeals. In addition to time spent in actual session for Board meetings and hearings, the Board members spent many hours reviewing agenda materials, hearing transcripts and exhibits.

Appeals and Hearings

City of Dayton and Dayton Public Schools

Twenty appeals were filed in 2011. Of those, 6 appeals were heard by the Board or Hearing Officers, one was withdrawn, 4 were denied and 3 settlements were reached, leaving 6 matters to be heard or otherwise resolved in 2012.

In addition, 3 appeals, received in 2010, were scheduled and heard in 2011. Two were heard by the Board and one was heard by a Hearing Officer.

Common Pleas Court Appeals

There was one appeal filed in Common Pleas Court in 2011. Four decisions were rendered by the Common Pleas Court from appeals filed in 2010. The Common Pleas Court upheld all 4 Civil Service Board's decisions.

Court of Appeals Decisions

One decision was rendered by the Court of Appeals from an appeal filed in 2010. The Court of Appeals affirmed the Civil Service Board's decision.

CITY OF DAYTON PERSONNEL ACTIONS

Appointments

	TOTAL
PERMANENT	58
PROMOTIONS	85
TEMPORARY/INTERN	9
PART-TIME PERMANENT	19
REINSTATEMENTS	3
RECALL PER RULE 15	8

Other Personnel Actions

	TOTAL
TRANSFERS	8
RECLASSIFICATIONS	1
DEMOTIONS PER RULE 15	10
RESIGNATIONS	54
DISCHARGES	24
LAYOFF PER RULE 15	32
RETIREMENTS	129
DEATHS	2
TRANSFERS PER RULE 15	5

Medical Examinations

Applicants for various City positions are required to undergo a pre-employment medical examination prior to appointment. One hundred medical examinations were conducted in 2011.

Background Investigations

For many positions, candidates are required to undergo a background check, which includes criminal records check and employment verification prior to appointment. Three hundred seventeen such police background investigations were conducted in 2011.

Examination Program Summary

City of Dayton

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the City of Dayton.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

During 2011, 24 examinations were conducted for positions with the City of Dayton. Applications processed totaled 4,692. Of the 1,607 applicants tested, 116 were for promotional positions and 1,491 were for open competitive positions.

TYPE OF EXAMINATION	EXAMS GIVEN	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	24	4,692	590	1,607	702

CITY OF DAYTON CERTIFICATIONS

Certified Eligible Lists

As a result of competitive examinations, there were a total of 36 eligible lists certified in 2011. Certifications for all competitive examinations given for the City of Dayton in 2011 included:

PROMOTIONAL & OPEN COMPETITIVE	TOTAL
CERTIFIED ELIGIBLE LISTS	36
NAMES ON ELIGIBLE LISTS	702

Noncompetitive

There were 27 noncompetitive position announcements posted in 2011; 1,197 applications were submitted for these positions. Of this number, 555 were certified as meeting the minimum requirements for potential employment.

NONCOMPETITIVE POSITIONS	TOTAL
APPLICATIONS SUBMITTED	1,197
CERTIFICATION LISTS	27

Part-Time Permanent & Temporary/Intern

There were 55 resumes submitted for certification to fill Part-time Permanent and Temporary/Intern positions in 2011.

PART-TIME PERMANENT & TEMPORARY/INTERN RESUMES	TOTAL
PART-TIME PERMANENT	38
PART-TIME PROFESSIONAL- TECHNICAL-SUPERVISORY	2
TEMPORARY/INTERN	15

Examination Program Summary

Dayton Public Schools

In accordance with Ohio state law, the Civil Service Board provides uniform standards for appointments, promotions, separations and the regulation of other personnel matters for the classified service of the Dayton Public School District. These classified employees are non-teaching and support services personnel.

In meeting this obligation, testing services were provided which included a combination of computerized testing (typing and written) and/or performance-based agility measurements. This process involved preparing and issuing examination announcements, certifying applications, developing examinations, testing applicants, grading examinations, applicant notification and maintaining promulgated eligible lists.

In 2011, the Civil Service Board staff conducted 16 examinations for the Dayton Public Schools, inclusive of 8 promotional examinations and 8 open competitive examinations. The total number who applied was 615. The total number of applicants tested was 271.

TYPE OF EXAMINATION	EXAMS GIVEN	NUMBER OF APPLICANTS	NUMBER NOT QUALIFIED	NUMBER TESTED	NUMBER PASSED
PROMOTIONAL AND OPEN COMPETITIVE	16	615	168	271	154

DAYTON PUBLIC SCHOOLS CERTIFICATIONS

Certified Eligible Lists

As a result of competitive examinations, there were a total of 16 eligible lists certified in 2011. Certifications for all competitive examinations given for Dayton Public Schools in 2011 included:

	TOTAL
CERTIFIED ELIGIBLE LISTS	16
NAMES ON ELIGIBLE LISTS	154

DAYTON PUBLIC SCHOOLS PERSONNEL ACTIONS

Appointments

	TOTAL
FULL -TIME PERMANENT	30
REINSTATEMENTS	2

Other Personnel Actions

	TOTAL
ABOLISHMENTS / LAYOFFS	3
LEAVE-OF-ABSENCE	5
RESIGNATIONS	20
RECALLS	11
RETIREMENTS	27

Medical Examinations

All medical examinations and drug screens are handled directly through Dayton Public Schools Administration.

Other Services Provided

The Civil Service Board staff provides a broad range of daily services for Dayton Public Schools classified employees inclusive of receiving and responding to telephone calls; providing complaint resolution; generating written correspondence to staff, union representatives and employees; conducting meetings with Dayton Public Schools Human Resources staff; meeting with employees and union representatives as needed; attending Civil Service Board meetings for Dayton Public Schools related issues; meeting with subject-matter-experts for test development, developing and administering examinations, and promulgating eligible lists and verifying employee retention points and displacements during the abolishment and layoff process.

MONTGOMERY COUNTY COMBINED HEALTH DISTRICT

Personnel Actions

Notices of personnel actions received from the Montgomery County Combined Health District, and recorded by the Civil Service office, included 17 permanent appointments and 5 promotional appointments.

Other Personnel Actions

Notices of separations from the service of the Montgomery County Combined Health District during 2011 included 27 resignations, 12 retirements, and 2 probationary discharges.

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Civil Service Board
371 West Second Street, Suite 231
Dayton, Ohio 45402
Phone: (937) 333-2300
Web: jobs.daytonohio.gov
Email: cs@daytonohio.gov